
The Kennewick Public Facilities District
Regular Meeting
Three Rivers Convention Center
Board Room

February 23, 2023

Minutes

5:00 p.m.

Call to Order

President, Calvin Dudney called the meeting to order at 5:00 pm.

Roll Call

Megan Caldwell called the roll.

Present: Calvin Dudney, President; John Neill, Board Member; Ron Hue, Secretary
Present via Phone: Renee Brooks, Treasurer

A quorum was established.

Calvin Dudney led in the Pledge of Allegiance.

Also, present: Corey Pearson, Executive Director; Joe Potts, Director of Finance; Sybil Young, Director of Sales; Rob Gierke, Director of Operations, Michelle Gustafson, Director of Food and Beverage; Lara Watkins, Visit Tri Cities; Kevin Lewis, Visit Tri Cities.

Approval of Agenda

John Neill moved to approve the agenda. Ron Hue seconded the motion. The motion carried unanimously.

Election of Officers

Calvin Dudney read the rules and procedures explaining how the vote will proceed. Calvin Dudney was elected President, Renee Brooks was elected Treasurer and Ron Hue was elected Secretary.

Consent Agenda

All matters listed within the Consent Agenda have been distributed to each Board Member of the Public Facilities District for reading and study, are considered to be routine, and will be enacted by one motion of the Board with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- a) Minutes of January 26, 2023, Board Meeting
- b) Claims roster dated January 2023 for \$456,904.83 (TC)
Warrants:25958-26043 Voids: None
- c) Claims roster dated January 2023 for \$127.96 (Box Office)
Warrants: None Voids: None
- d) Claims roster dated January 2023 for \$152,261.70 (TRCC)
Warrants:25486-25540 Voids: 25486
- e) Total January payroll paid out: \$414,212.52.

John Neill moved for approval of Consent Agenda. Ron Hue seconded the motion. The motion carried unanimously.

Visitors

Jim Millbauer, Kennewick City Council Member.

New Business

- a) December 2022 and January 2023 Financial Reports

December 2022

Convention Center:

Joe Potts shares that back when we did the amendment we were looking at a deficit, the overpayment washed out and with adjustments we are sitting at \$717K. Not as bad as we thought but still not where we want to be. Personnel is in line with 5 year history. 68% of budget with salary budget set more a5-yearive for this year. \$137K into the bank and not much capitol expenses do to low staffing.

Toyota Center:

Total income budget was \$2.5M we are at \$3.4M Personnel is most affected by PT staffing. History is 48% if budget and we are at 58% for the year. Total for the year with adjustments at \$645K and the year finished strong. Revenue is doing well.

Toyota Arena did over a half million dollars this year.

January 2023

Convention Center:

Joe Potts shared the approved budget as summary not far from historical January numbers. \$332K for the last 5 years we are currently at \$380K. Personnel historically is 51% of the total budget and we are currently matching that. We are at 80% staffing level and still working on hiring more staff.

Toyota Center:

We are about \$100K over the 5-year average income. Personnel at 55% of budget which is consist with 5-year history.

**Ron Hue moved to approve the December 2022 and January 2023 Financial Reports .
Renee Brooks seconded the motion. The motion carried unanimously.**

b) Visit Tri Cities Report

Lara shares that one RFP was issued for last month. Visit Tri Cities is down in convention staffing which contributed to low RFPs. We are actively recruiting and interviewing now. We hosted a hospitality training on Feb 7th with 35 people in attendance. The training was presented by Lynn Edwards who taught tools/techniques for selling. We are working to make this an ongoing event.

Planning is underway for the annual trip to Olympia for the sales blitz. We will be conducting sales calls and will have a customer sales luncheon.

c) SpringHill Suites Report

No Report.

d) Executive Director Report

Corey Pearson shares that we will be presenting our year end report to City Council on March 28th.

After the concert on Saturday we will have 3 weekends of sell outs in a row between Brew & Bacon, Ana Gabriel, and Old Dominion. Ana Gabriel was the high grossing show to date.

The Toyota dealership has sold, and new owner is Peter Chung. There shouldn't be any issues with naming rights agreements going forward.

Kennewick Fire Department contract are done and they will be in our first aid booths going forward.

Rob Gierke shares that starting tomorrow the locer room project goes to public bid. Walk through will happen on March 7th at 9am.

Sybil Young shares that the new Event Coordinator, Kadi Sanchez started this week. We are excited to have her on the team.

Brew & Bacon went well thanks to Michelle who helped guide through relationships with the breweries and restaurants. We settled with the Non-Profit and received 501c6 status in time to secure our SOL. We are looking to utilize the 501c6 again in November for Wine Fest.

Kudos to Lara Watkins for being a great partner and caught an event that we weren't a contender for and brought us into consideration.

Board Comments/Discussion

John Neill gave congratulations to staff for working so hard.

Renee Brooks gave thanks to everyone for all their support over the last few months.

Calvin Dudney shared he did a walkthrough with Rob and will get Austin into the building for a walkthrough as well so we can start a CIP lighting project.

Adjournment/Recess

Meeting adjourned at 5:48_pm

The KPFD Board's minutes are intended to be a reasonable summary of the Board's deliberations and actions. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.

Megan Caldwell Approved by the Board of Directors